

Eastern PA Continuum of Care Board Meeting Agenda

August 20, 2018 (10:00AM – 2:00PM)

Giant Community Center, Camp Hill, PA

Conference Call Number: 1-717-612-4733 or 1-855-750-1027, PIN: 430163

Welcome and Introductions

Follow-up from Board Retreat (1 hour minimum)

- Review Trainer Recommendations
- Review Committee Structure
- Update Roles & Responsibilities Document

2018 Planning Grant (40 minutes)

- Bring Suggestions
- Match Policy (DCED will propose policy for Board to review)

2018 NOFA (1 hour minimum)

- Policies to be approved
 - DV Emergency Transfer Policy
 - Appeal Policy
 - Conflict of Interest (Discuss what happens when a majority of Board members are conflicted)
 - Revised PSH Prioritization Policy (utilizing unfilled beds, discussion but NOT required for NOFA)

Veterans Declaration to USICH (15 minutes)

- Logistics regarding where the declaration should originate

Training Schedule (20 minutes)

- Annual DV Training
- Annual HUD Equal Access Rule
- Landlord Engagement
- Data Quality
- Grant Cost Effectiveness
- Other suggestions

Adjourn

Eastern PA Continuum of Care Board Meeting Agenda

August 20, 2018 (10:00AM – 2:00PM)

Giant Community Center, Camp Hill, PA

Conference Call Number: 1-717-612-4733 or 1-855-750-1027, PIN: 430163

Welcome and Introductions

BOARD ATTENDEES

Jeff Rich, President

Leslie Perryman, Vice President

Craig Newcomer, Secretary

Mae-Ling Kranz, Treasurer

Helen Kelly

Betty Norman

Alisa Baratta

Rob Nicolella

Jeannette Triano Sinn

Leigh Howard, DMA

Lea Dougherty, DMA

Brendan Auman, DCED

David Weathington, DCED

BY PHONE

Anne Forgoros

Sergio Carmona

Madra Clay, DCED

NOT IN ATTENDANCE

Ben Laudermilch, DHS

Welcome:

Jeff did an overview of the new process being used by the Executive Committee and apologized for the confusion in getting materials out to the Board this month.

Follow-up from Board Retreat (1 hour minimum)

- Review Trainer Recommendations

Jeff has asked Madra to get in touch with Debbie to see if a condensed version of the recommendations is available. Leigh provided a printed copy of the total report which includes recommendations throughout.

- Review Committee Structure

Jeff reviewed the role of the Committees and that decisions will be more thoroughly discussed at the Committees and brought to the Board for final decision. The recommendation discussed the difference between RHABs in use of sub-committees.

Governance – this Committee is limited to Board members only

Alisa – Chair

Craig

Helen

Membership – No Chair currently

Craig explained the way in which the Governance Charter operates and that changes should be minimal over time, with the understanding that there are changes happening now. He raised the concerns of how changes are perceived by the outside. HUD does require an update of the Governance Charter every 5 years with a review annually.

Veterans – Does not currently have a Board Co-Chair. Sergio volunteer to be the Liaison to this committee.

Coordinated Entry – Does not currently have a Board Co-Chair

The question was raised could there be a liaison instead of a co-chair? After discussion it was agreed that there will be a Board member attend the Committee and report back to the Board.

Helen

Mae-Ling

Sergio

Funding Committee – Dave Young is the Chair – non-funded representative

Mae-Ling

Heather

Madra

Membership – Governance and Membership Committee will merge.

Data Management and Outcomes Committee – Madra and Stacey Tice Co-Chair. Rob will join this committee. Still need another representative from NT RHAB, CV RHAB and LV RHAB. This Committee will include Systems Performance as well as project level.

The **HMIS Lead Agency** – HMIS Vendor should be across of the Collaborative Applicant in the flow chart.

Executive Committee – the officers of the Board and the Collaborative Applicant

The RHAB sub-committees will work as needed within each RHAB and report back to the RHAB and co-chairs.

- Update Roles & Responsibilities Document

Jeff reviewed a Roles and Responsibilities document that was developed several years ago as a starting point for the discussion. DCED is designated as the Executive Director and as taking the lead for the day to day operations of the CoC and report back to the Board. Madra is going to provide a document about tasks being done and not compensated for.

Leigh will send out the Balance of State and ESG Toolkits released by HUD recently. There was discussion about the role of the CoC with ESG. Alisa and others spoke of the need for more dialogue about the coordination that should happen. There was also discussion about the rating process for ESG and the Conflict of Interest with the involvement of RHAB co-chairs. This will be added to the Agenda for the future. Alisa also raised the concern that this year the LV-RHAB was told by DCED that any match money had to adhere to the Housing First Policy. When member agencies contacted HUD, they were told this was not policy.

The Roles and Responsibilities will be sent to the Governance Committee for review.

- **2018 Planning Grant (40 minutes)**

Jeff reviewed the document CoC Planning Grant Narrative and Budget to discuss work items that will be included in this year's Planning Grant Application. Madra explained the process to get the Board's input into what will be included. Concern that the CoC cannot continue to indicate the same times from previous years; need to identify progress and work for the future. Draft is due by the end of the month from DCED – Brendan remembers 8/31/18. FY 17 Planning Grant Application Narrative will be emailed out; minor changes in the draft of the narrative in the proposed FY2018 Narrative Application.

Set of work that DCED is doing but not being compensated for – Madra did not have an answer for the board at the moment but was going to give it some thought throughout the week and get back to us. Alisa asked Leigh and Madra – project description does this application cover everything that needs to be covered – are there things that need additional time and attention. Improvements in many areas that could be included – who do we work with, does the board want to assign DMA/DCED or assign to another party through committee, etc. A lot that can and should be done – Leigh concerned on system performance overall (i.e. CoC and ESG coordination). Leigh discussed how items # 1, 2 & 3 need more attention and investment of time. Alisa asked if there is an assessment of the amount of funding needed to do these items. Right now, the funding is being used primarily for #7 Preparing the CoC Application and #6 the PIT Count. Helen asked whether there has ever been a crosswalk between the tasks of the planning grant and the goals of the CoC.

Madra discussed how the issue is the work that needs to be done versus the allocation of the resources to do it. For example, if the Strategic Plan is important for this year then resources will be allocated there this year.

Jeff asked about the deliverables that we can designate (action items) such as the Written Standards that Jason Alexander is funded to do. This should be the focus on the Planning Grant. Jeff also mentioned Re-Entry as a focus for the future. Also, the focus on preferences, set-asides and move-on strategies from HUD and currently there is no one structuring this work effort. Alisa discussed how this intersystem collaboration is happening at the RHAB level and between agencies and they can provide feedback to the CoC about strategies that are working. Helen discussed how SDHP can be the liaison with Housing Authorities.

Jeff made a proposal to create a set-aside of Planning Grant funding for a Youth PIT count. This can be added to #6 of the Planning Grant

Leslie discussed the need to engage more Housing Authorities for the Move-On Strategy. This can be added to #1 of the Planning Grant.

Alisa also discussed the need to maximize other funding opportunities that become available.

Craig made the motion to increase the CoC staff person to Full Time as part of the Planning Grant application for 2018. Helen 2nd. All in favor.

Match Policy (DCED will propose policy for Board to review) – there was discussion of what will happen when a Board member leaves and/or roles and responsibilities change. Brendan reviewed the budget for the Planning Grant for 2018-2019. The amount for Capacity for Change will decrease after this next year. In regards to the 2016 Planning Grant (8/1/17-7/31/18) Brendan reported: Currently, we have \$25,830.65 of committed funds to be expended on the grant. This includes all consultants' final invoices and a small portion of funds that are for DCED's personnel costs.

The potential available balance of the grant is \$29,056.63 but will decrease slightly as more DCED personnel costs are expected to be charged to the grant.

DMA will be returning \$2,775.66 out of their contract due to Jason Alexander not being able to charge for the full amount of funds we placed in DMA's contract for Written Standards and because there was extra money in their line from board room costs that weren't expended.

There are three items that may still change as DCEDs payroll reports are usually lagging a few weeks behind and the final match needs to be confirmed.

We have reached our initial total of in-kind contributions reported to HUD of \$50,001.21, however there are still some board members that need to submit their match contributions for July and prior.

Leigh will identify activities for Planning Grant #1 following the submission of the NOFA.

For the 2017 Planning Grant (8/1/18-7/31/19) Brendan reported that in the Consultant line, you will find two lines for Capacity for Change for both their old contract which runs through September, and their new contract which will start in October.

DMA has a pending expense of \$12,741.20 from their July Invoice.

On the In-kind commitment lines, there are three highlighted agencies who we originally received commitment letters from but will no longer be meeting that commitment. We will need to find replacement in-kind contributors to match the \$7,921.00 difference we need to make up for (total in-kind we need to match is a minimum of \$53,268.25) Rob indicated that he should be able to fulfill some of the match commitment and DCED is awaiting a commitment letter and MOU.

2018 NOFA (1 hour minimum) – Leigh discussed the policies to be approved

- o DV Emergency Transfer Policy – Leigh reviewed the requirement to have an Emergency Transfer Plan as part of VAWA. This document is required as part of the NOFA application and is required for HOME and ESG as well. Leigh is going to talk to Kathy Possinger this week and there will be a quick turnaround to approve a policy. Leigh is also talking with PCADV about this policy as well. Leigh is also reviewing the policies of other CoCs. Alisa raised the question about how the policy will address when a family has to separate/transfer due to domestic violence. The separating family members retain homeless status in order to move into another program.
- o Appeal Policy – Leigh reviewed the changes recommended in the Policy for Appealing CoC Funding Decision. There was discussion about the time specified by a statement that the appeal must be submitted by the end of the next business day but can be expanded as time allows prior to the NOFA due date. Craig raised that there needs to be more info about the Appeal Process and the steps to be taken including the email to use. The appeal begins with the CoC then proceeds to HUD. Leigh also suggested that there should be new project grant writing training. Leslie made a motion to approve the Appeal Policy with the suggested changes. Craig 2nd. All in favor.
- o Conflict of Interest (Discuss what happens when a majority of Board members are conflicted). This becomes an issue in terms of approving the ranking tools for new and renewal projects for which Board members may be applying for funding. The policy will be amended to read: The vote will be by simple majority of non-conflicting Board members. The wording will be changed to strike “or participation in the discussion of any matter” from the 2nd sentence in the Governance Charter Conflict of Interest. Leslie made the motion to make these two changes and Mae-Ling 2nd.
- o Revised PSH Prioritization Policy (utilizing unfilled beds, discussion but NOT required for NOFA). Leigh passed out the Policy as it was passed in 2016 and the need to be revised now to incorporate CES. Leigh highlighted the issues that have been identified such as when a program

places a non-chronic person into a unit including how to document the process. This will be revised as soon as possible but not before this NOFA is submitted. Leslie raised the question about the disconnect between chronic status and VI-SPDAT score and how this creates prioritization. Craig raised the concern about how clients answer the questions to 211 versus what a case worker knows about the client or the rapport that the case worker may have with the client to get accurate information.

Veterans Declaration to USICH (15 minutes)

- Logistics regarding where the declaration should originate

Tom explained the template used by USICH when a community is ready to declare that Veterans homelessness is rare, brief and non-occurring. The Committee is ready to write the draft and submit to the CoC Board. There are 12 questions and the 5 Criterion and 4 Benchmarks. Tom explained the role of Lauren Knott as technical assistant and Joe Savage as the regional representative with USICH. Tom presented a timeline where it would be submitted to the Board for October 2018. Tom asked about the process to submit the declaration and how to get the support of the Governor in the submission.

Tom discussed that Sara Matthews resigned and that VLEC is looking for a new co-chair. He is also looking for an SSVF representative for each CES Zone so that on each CQ call there is always a Veterans representative

Jeff made a motion to accept Sara Matthews resignation, Leslie 2nd. All in favor. The replacement co-chair will need to be submitted to the Board for approval.

Training Schedule (20 minutes)

Leigh reviewed a plan for training this year. A handout was provided called Webinar Wednesdays with one training per month on a regular basis.

- Annual DV Training – this will occur prior to the NOFA due date
- Annual HUD Equal Access Rule – this will occur in October in order to comply with the annual requirement
- Recommendation to do a quarterly training webinar on homeless youth
- Landlord Engagement
- Data Quality
- Grant Cost Effectiveness
- Other suggestions

Adjourn